

## YOUR INFO

When you're writing a(n) (1) \_\_\_\_ to apply for a job, there are some points to remember. You must show all your (2) \_\_\_\_ very clearly, starting with the first (3) \_\_\_\_ you got at school and listing them in order of date right through to your (4) \_\_\_\_ at 16 and the A levels you (5) \_\_\_\_ before leaving school (or the (6) \_\_\_\_ Baccalaureate if this is what you took). It's also important to indicate whether you received any (7) \_\_\_\_ over the years, for example for excellent results or a special project. You must also include, obviously, any exceptional results such as a (8) \_\_\_\_\_. If you are a university (9) \_\_\_\_, then write about the subjects you studied for your (10) \_\_\_\_ and give information about any work experience or relevant extracurricular (11) \_\_\_\_ too.

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|-------------------|---------------|------------------|
| 1 A story         | B CV          | C interview      |
| 2 A life          | B information | C qualifications |
| 3 A marks         | B books       | C certificates   |
| 4 A GCSEs         | B SLC         | C finals         |
| 5 A made          | B took        | C wrote          |
| 6 A International | B National    | C European       |
| 7 A praise        | B gifts       | C awards         |
| 8 A distinction   | B pass        | C star           |
| 9 A ex-student    | B graduate    | C entrant        |
| 10 A course       | B level       | C degree         |
| 11 A activities   | B actions     | C acts           |

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